

Timeline for Application Processing to Planning Commission/City Council

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 DEADLINE (12:00 noon every other Thursday) application submitted	2 application distributed to other departments for review at departments staff meeting	3
4	5	6 Planning staff meeting	7	8	9 departments staff meeting to discuss issues	10
11	12 responses due from other departments	13 Planning staff meeting to discuss any issues deadline confirming agenda - legal ad due to Diana	14 Planner completes staff report	15 legal ad sent to paper Ray/Marvin reviews draft staff report, may discuss with Planner / Applicant	16 signs posted letters mailed to neighbors	17
18	19 Planner makes any revisions to staff report	20 legal ad published in paper agenda goes to printer	21	22 agenda mailed and made available online	23	24
25	26	27	28 Planning Commission meeting	29	30 City Council request submitted to City Clerk Request Law to prepare Resolution or	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
32	33 factsheet prepared and reviewed by Director of Planning	34 factsheet to Kinko's for copying	35 Mayor's Cabinet meeting reviews City Council agenda City Clerk sends legal ad	36 factsheets to Law Dept. Law Dept. assembles City Council packets by 4:00 p.m.	37 factsheets sent to applicants & letter notice to others	38 legal ad appears in the newspaper
39	40 introduction at City Council meeting	41	42	43	44	45
46	47 City Council 2 nd reading - public hearing Ordinance &	48	49 Resolutions approved by City Council go to Mayor within 2 days	50	51	52
53	54 City Council 3 rd reading (Ordinance) and action	55	56 Ordinance approved by City Council goes to Mayor for signature or veto. Mayor has 7 days to sign or veto Ordinance	57	58	59
60	61	62	63	64	65 Ordinance published in newspaper	66
67	68	69 Ordinance effective 15 days after City Council action	70	71	72	73